How do I Redistribute the encumbrance to another Project ID?

When a it becomes necessary to redistribute the line encumbrance to another Project ID.

Redistributing the Encumbrance	1. Use the following instruction to navigate and redistribute the cost of a purchase order by project ID's.

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Step 1: Redistributing cost by Project ID's

If may become necessary to redistribute the encumbered cost of a purchase order to another valid project ID. Only a valid project ID can be used for this purpose.

⇒ Go

⇒ Administer Procurement

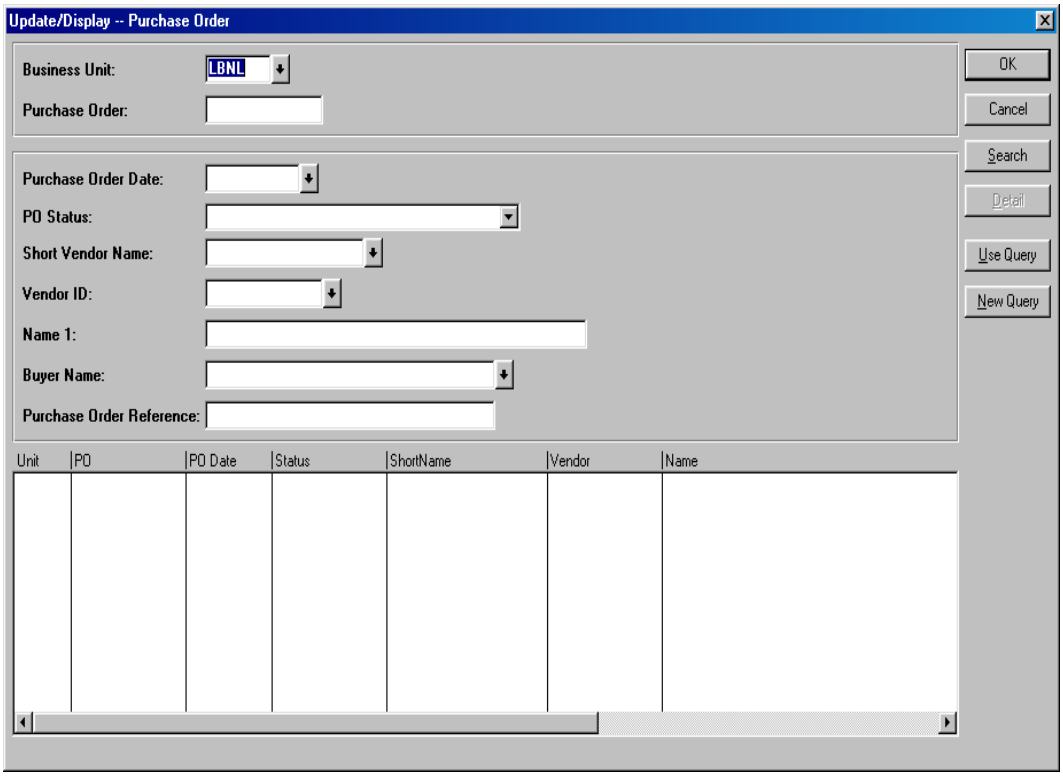
⇒ Manage Purchase Orders

⇒ Use

⇒ Purchase Order

⇒ Lines

The Update/Display Purchase Order dialog box displays.



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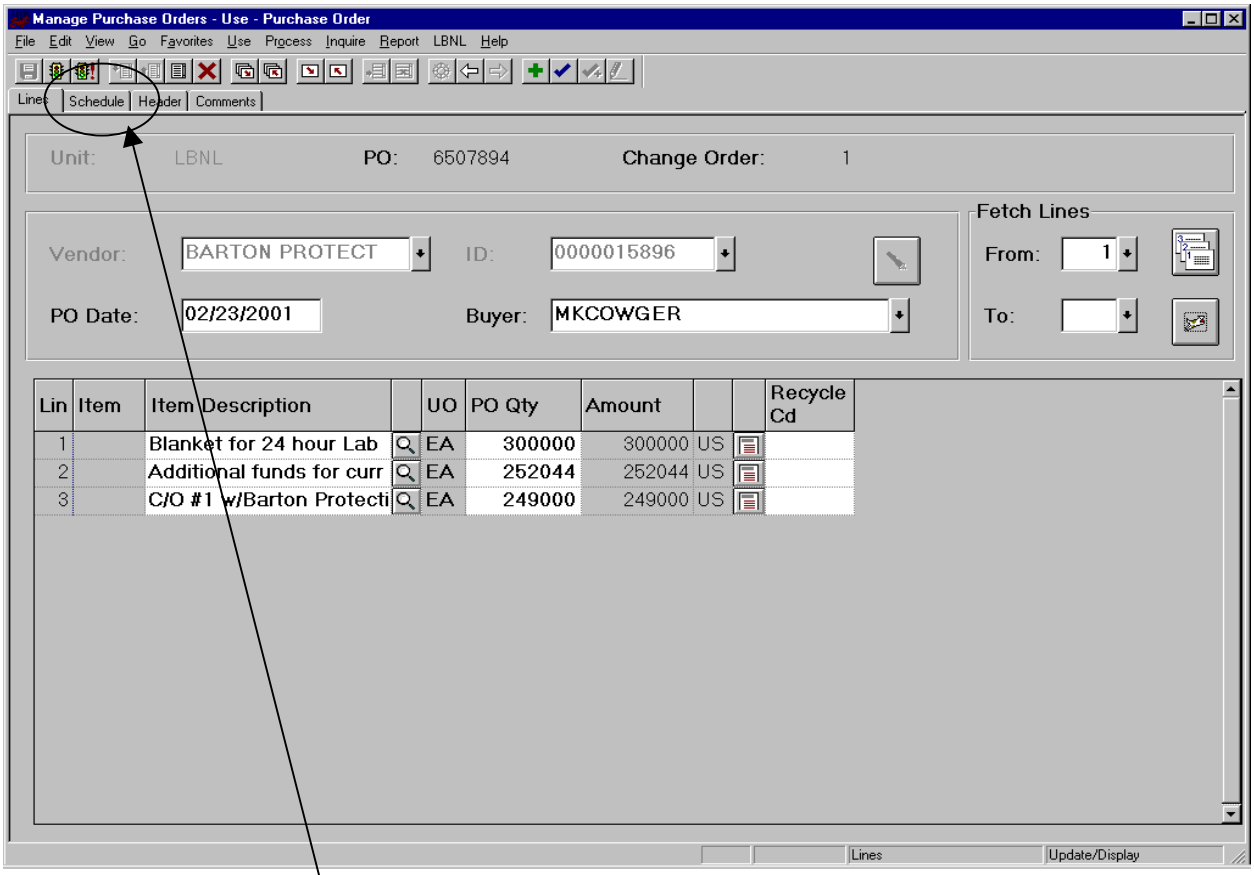
The business unit of LBNL will default.

Enter the Purchase Order number of the dispatched Purchase that requires the redistribution of the encumbrance..

Click **OK**.

The Update/Display Purchase Order Lines panel will display.

When the panel opens, click the Fetch button. The Line Details will populate the panel.



Click on the Schedules tab.

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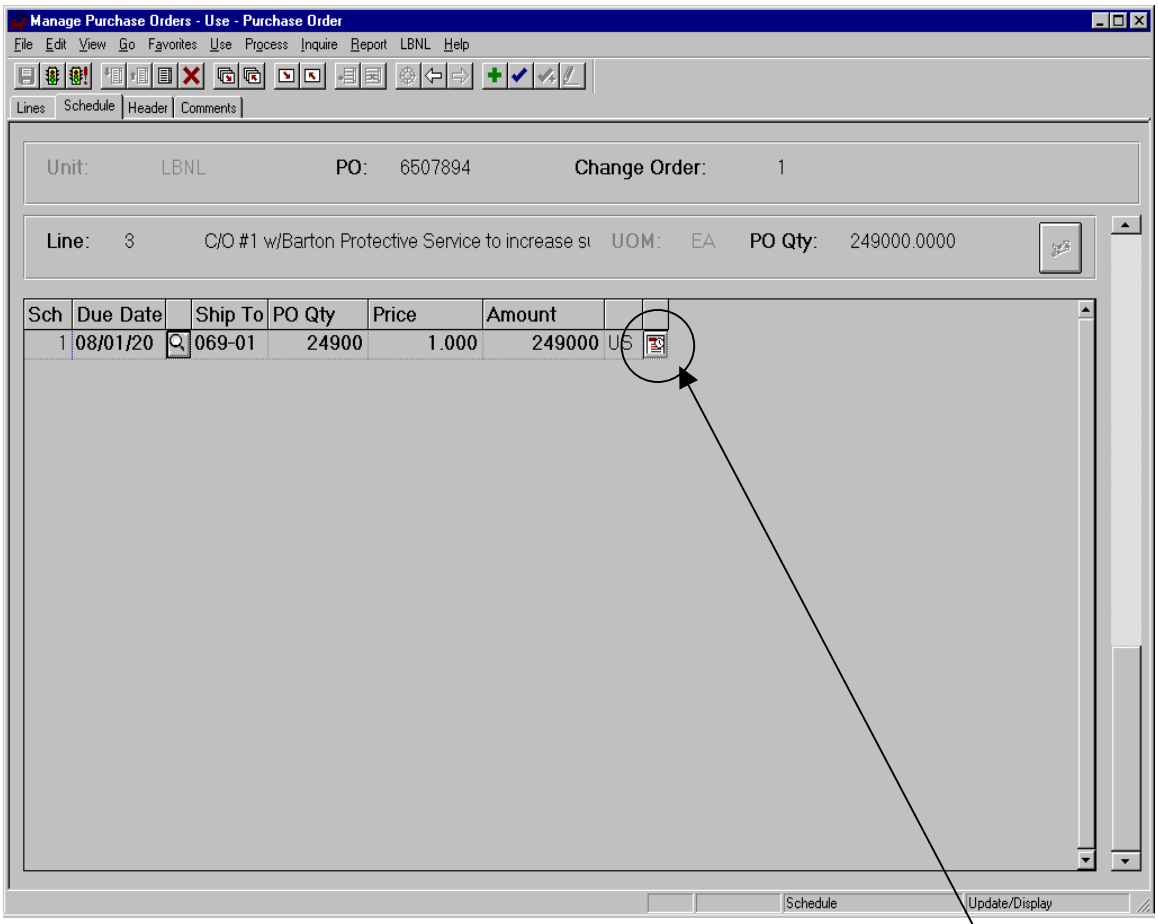

Once you access this panel by click on the Fetch button and revealing the lines. At this point you want to click on the Schedule details icon to open up the sub panel.

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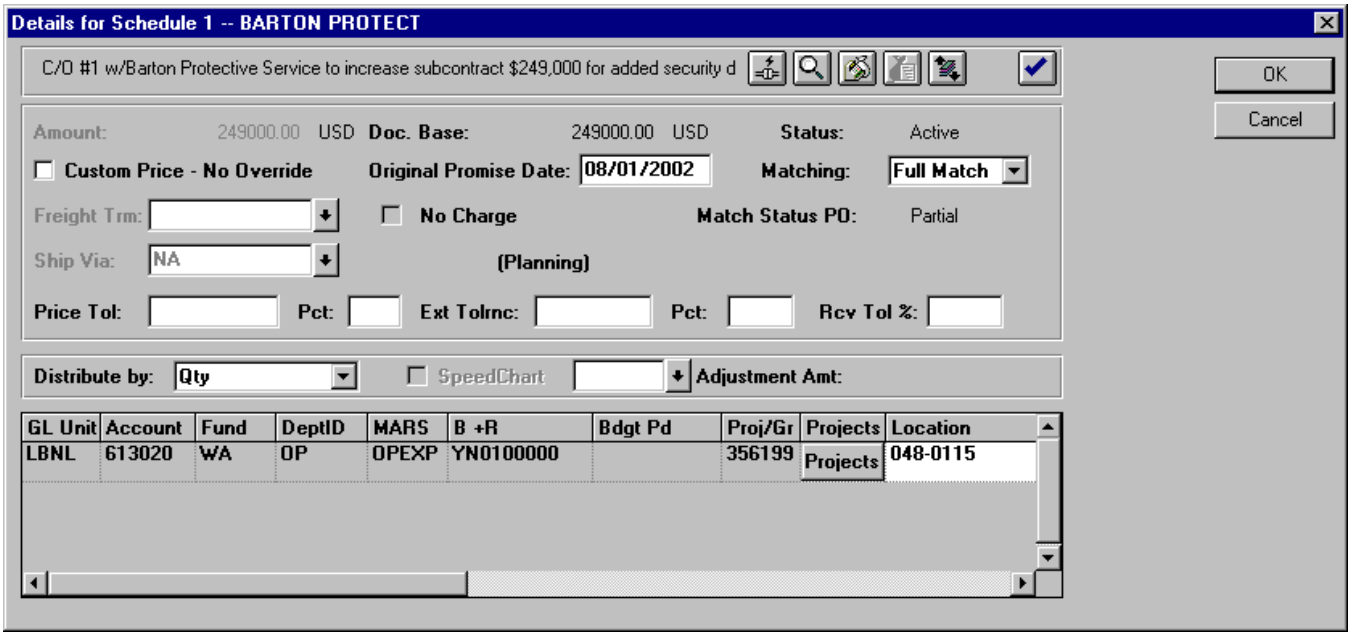
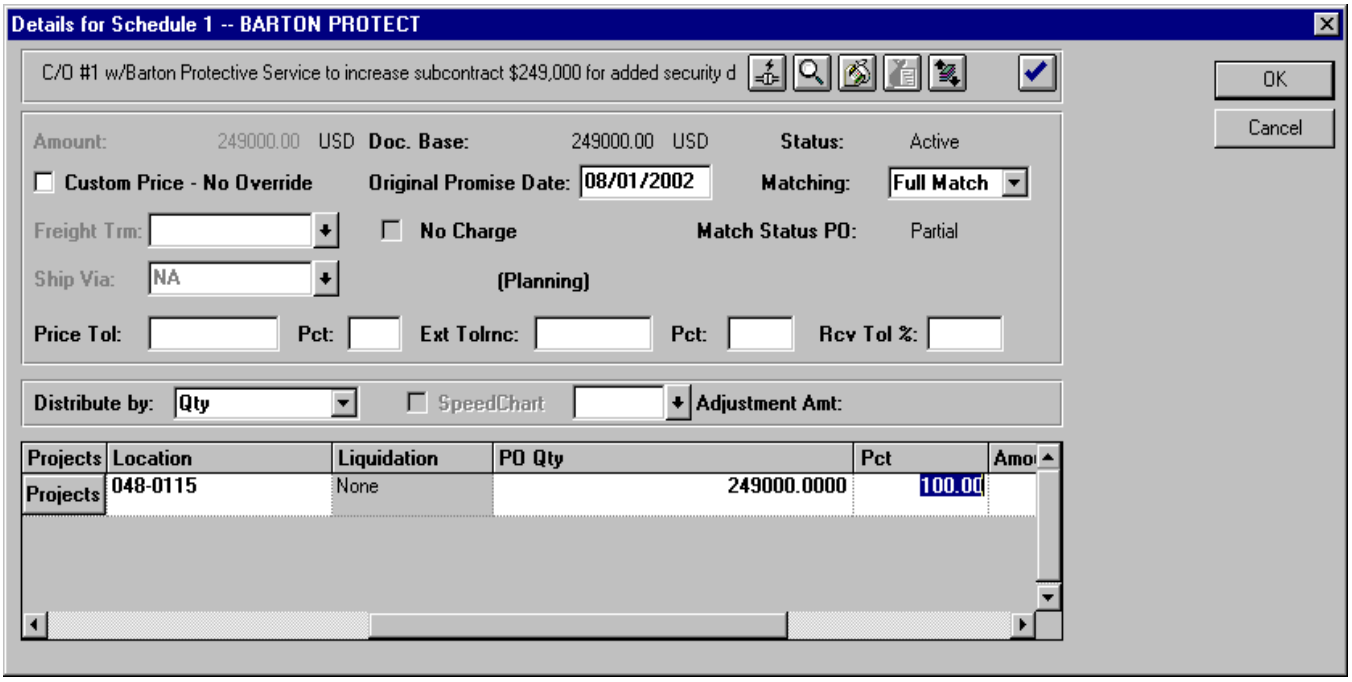


Access the quantity and price fields by scrolling over to your right.



Set the Distributed Amount to .0001 in the PO Qty field and click on the Tab key.

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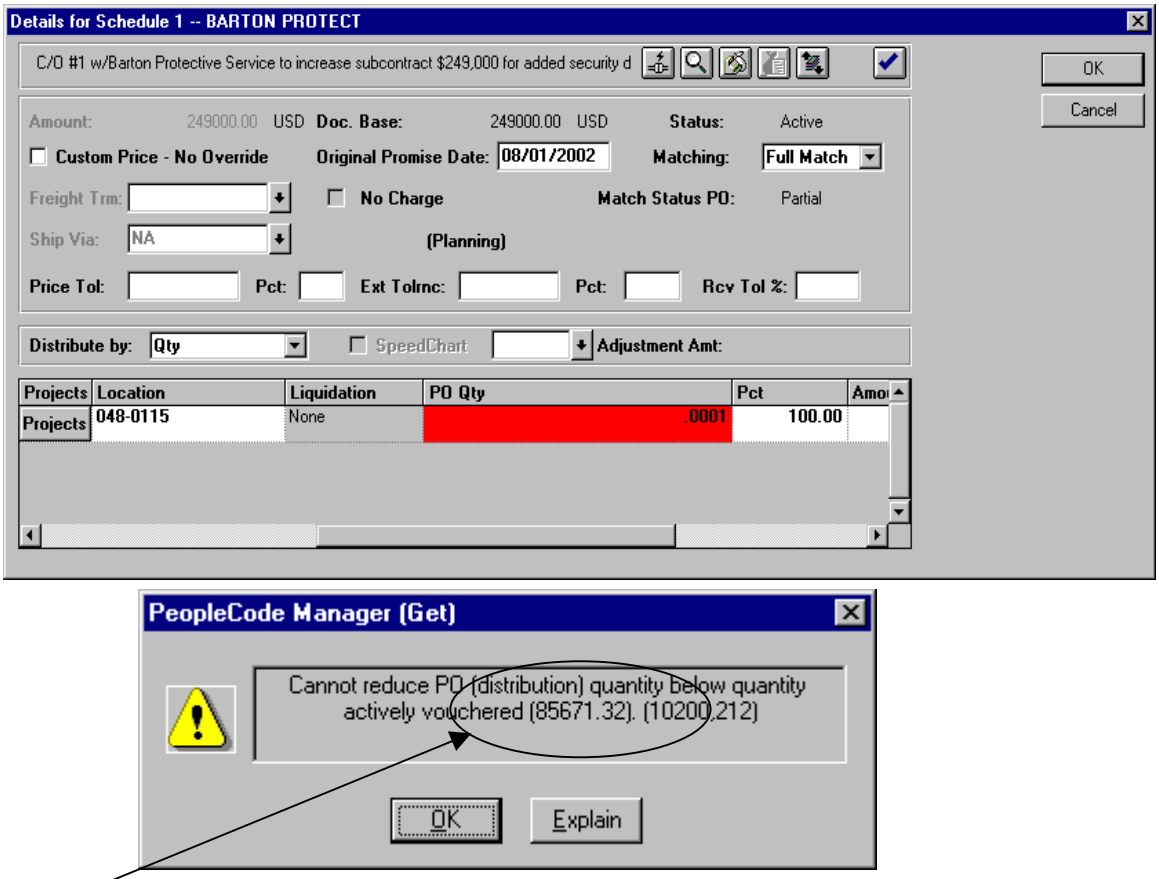
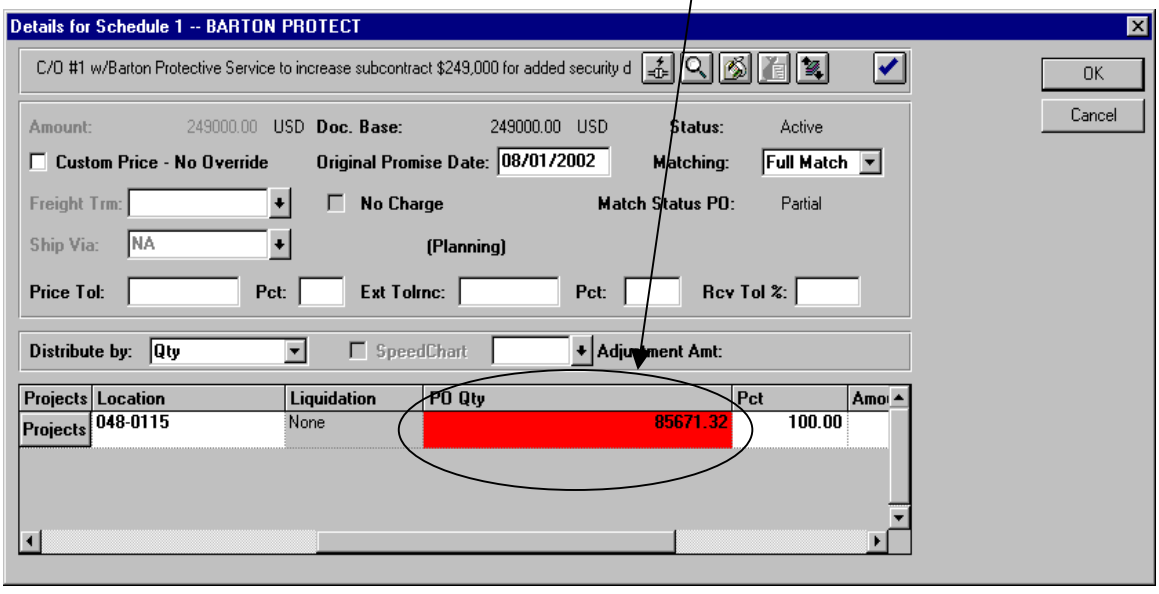


A sub panel will open and warn the user of an amount that currently has been vouchered against this purchase order and project ID.

Copy and paste the vouchered amount into the PO Qty field.



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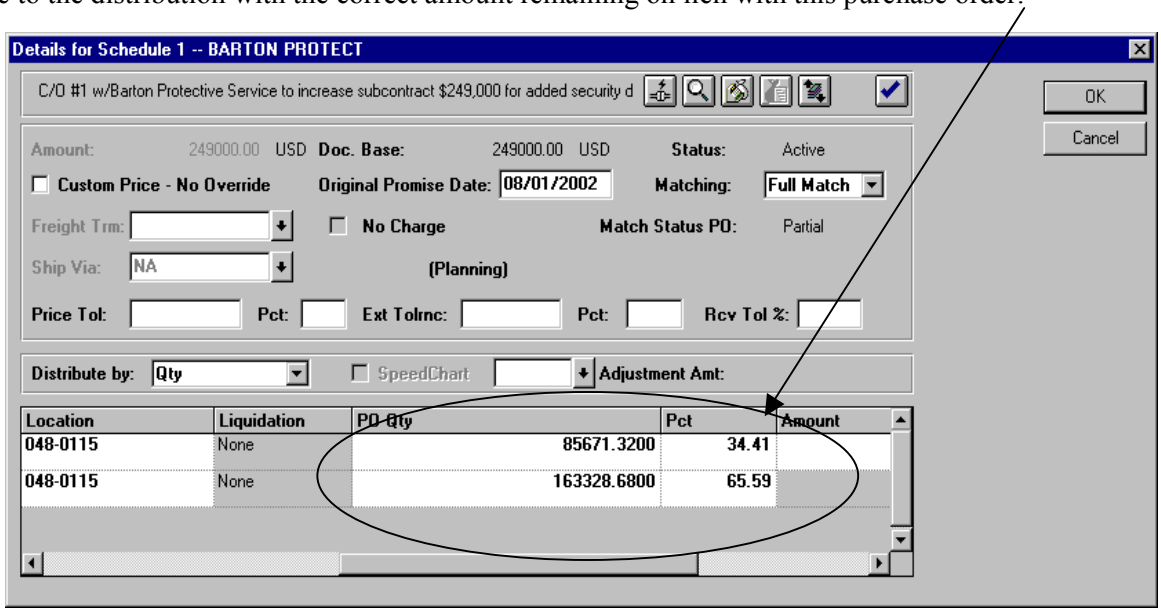
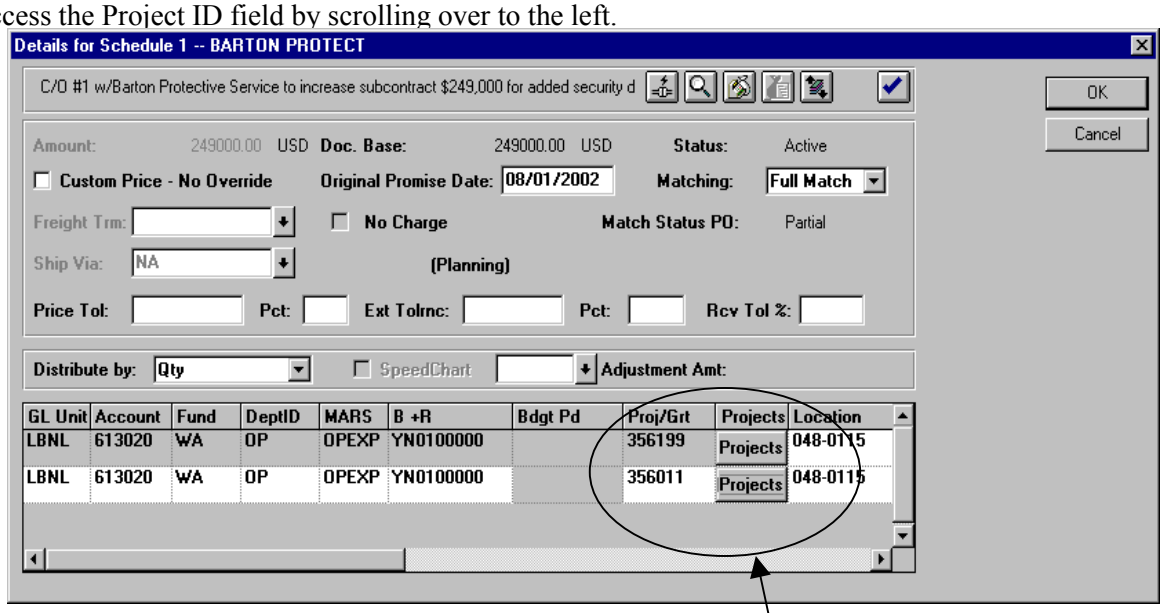
Once the vouchered amount has been added to the existing line click the F7 Insert Row button. This will add a line to the distribution with the correct amount remaining on lien with this purchase order.



Access the Project ID field by scrolling over to the left.



Update the project ID in the open field provided. Once you save the purchase order the system will generate the correct accountings lines distributing the correct amount to the projects.

Once you've completed this step, **Click Save**.